

MARKET ON THE CROFT@LEITH LINKS

OUTDOOR MARKET

Terms & Conditions

1. Available Stall Options

HoneyComb Leith is the market operator and licensee. We provide gazebos in two stall trading options, both with overhead weather proofing (and optional sides – weather dependent). Trestle tables are included. The following options are available:

- a. Full 3m x 3m gazebo stall (includes 2 tables)
- b. Shared 3m x 3m gazebo stall (includes 1 table) – shared back to back with another trader
- c. Trailer site

2. Trading Times

The market opening times are 10am to 5pm. All stalls must be set up ready to trade for 10am. Stallholders must not pack away their stall / leave before 5pm.

3. Stall Setup

- a. Traders cannot enter the site until all gazebos have been erected (after 9.15am)
- b. Traders vehicles cannot enter the site nor congest access to the site, and should adhere to all existing traffic parking rules / regulations (loading /unloading rules). Vehicles must be relocated to recommended parking areas after unloading
- c. A plan outlining traders' gazebo locations for the day will be displayed onsite.
- d. Locations of stalls / gazebos are planned for the benefit of the market and entirely at the discretion of HoneyComb Leith. Locations cannot be altered.
- e. The Market Manager will be available onsite should any assistance be required.

4. Display of Stock

- a. It is the responsibility of the trader to ensure their stock looks attractive and hygienic at all times. We encourage traders to add tablecloths, bunting, banners and displays to your stall.
- b. Any additional items added by the stall-holder must be situated within the stall and not obstruct access to and from your stall nor inhibit any pedestrian walkways.
- c. HoneyComb Leith reserves the right to remove any display materials/ equipment should it be deemed to interfere with the safe operation of the market or cause damage to a gazebo.

5. Weather Proofing Your Stall

- a. HoneyComb Leith provides a gazebo with a weather proof roof. We also provide weather proof sides when these can be erected (ie. When it's not windy).
- b. It is your responsibility to weather proof your stall / stock (e.g. with plastic tarpaulin / cling film for rain and anchoring items when windy)
- c. HoneyComb Leith takes no responsibility for damaged stocks

6. Staffing of Stalls

- a. Stalls must be staffed at all times
- b. Traders should be ready to trade by 10am and should not leave until 5pm

7. Your Produce

- a. Traders can only sell produce at their stall, which is detailed on their submitted registration form
- b. No produce must be laid directly on the ground
- c. Organic producers must be certified from a recognised body (e.g. Soil Association)
- d. Any allergens must be clearly marked / labelled
- e. Weights and measures regulations require to be adhered to
- f. Carrier bags should be supplied at a 5p charge
- g. All health & safety regulations require adherence

8. Product Labelling

- a. All loose food sold must be labelled with the name of the food.
- b. All other foods pre-packed at premises other than the final seller will require the following labelling:
 - Name of food, list of ingredients, Use by / best before declaration, any special storage conditions or conditions of use, name of manufacturer / packer
- c. Food & Safety Act 1990 – Conditions for Vendors at Markets should be adhered to

9. Water & Hand washing

- a. Shared hand washing facilities will be available throughout the market
- b. Depending on the type of produce sold (i.e. food), some stalls will require their own hand washing facilities
- c. Any traders that require their own water supply (i.e. for cooking) will require to bring their water in sterilised containers

10. Refuse

- a. All traders are responsible for cleanliness of their stall
- b. Traders must ensure that stalls are left as you found them – rubbish free and clean
- c. Refuse must be bagged and removed from the site by each trader
- d. HoneyComb Leith reserve the right of charge traders a clean up fee who continually leave refuse

11. Alcohol

- a. Any trader wishing to sell alcohol must arrange their own liquor licence with the local authority and ensure they have a personal licence and correct signage in operation

12. Smoking

- a. HoneyComb Leith operate a strict no smoking policy. Traders and staff are prohibited from smoking on the stall. This includes vaping and e-cigarretes

13. Security

- a. It is strongly recommended that you store your money in a money belt or in zipped pockets

14. Insurance

- a. All traders must have in place both public and produce liability insurance
- b. Traders are advised to have relevant insurance cover for stock and equipment (i.e. display cabinets, etc)

- c. HoneyComb Leith accepts no responsibility for any damage occurring on site

15. Electricity & Gas

- a. Traders requiring electricity to use on stalls, must use a 16amp outdoor plug and 16amp convertor (image below)



- b. Traders must ensure all electric equipment have current PAT certificates / stickers on their equipment
- c. Electricity power at the market may be limited therefore any high powered equipment must be stated in your application form
- d. Electricity charges will be collected quarterly in cash
- e. Any gas equipment must have a Gas Safety Certificate and any gas cylinders must be housed within a cylinder cage
- f. Stallholders require to have a suitable fire extinguisher
- g. HoneyComb Leith reserve the right to refuse certain equipment

16. Legislation, Health & Safety

- a. All relevant health & safety legislation, including sale of goods legislation should be adhered to.
- b. Any legislation enquiries should be directed to Edinburgh City Council
- c. All site rules (outlined on page 3) must be adhered to at all times by all traders

17. Cancellations

- a. Traders must cancel (in writing) any stall bookings at least 3 days prior to the market date. Otherwise the trader will be liable for the full rate of the stall

18. Dismissal

- a. HoneyComb Leith reserves the right to dismiss traders we choose with a minimum of 2 weeks notice

HYGIENE AND SAFETY RULES FOR STREET TRADERS AND STALLS

All stalls/vans that handle open foods and/or provide hot food (even if that food is for sampling only) must have the following facilities:

1. Facilities for cleaning equipment including a portable supply of hot and cold water. All equipment coming onto the site should be cleaned before arrival.
2. Facilities for hand washing must be provided with a supply of hot and cold water - separate from facilities for cleaning equipment.
3. Soap and hand towels or paper towels for washing and drying hands.
4. Surfaces must be in a good condition and easy to clean/disinfect.
5. Cleaning chemicals i.e. a surface sanitizer/disinfectant.
6. Facilities must be provided for keeping foods cool. Fridges or others coolers should keep food at 5 C or below.
7. A temperature probe and antibacterial probe wipes for monitoring hot and cold food and equipment temperatures. Temperatures are to be recorded in a suitable manner.
8. All hot foods on display for sale must be kept at 63 C or above.
9. All re-heated food must be heated to 82 C or above.
10. Means to dispose of waste water and food waste and other rubbish.
11. An impervious floor covering should be provided in all food handling units. Keep food off the ground. Keep food covered to prevent food being contaminated.
12. A first aid box with waterproof plasters
13. A gas safety certificate issued by a Gas Safe registered contractor qualified to inspect LPG, catering and non-domestic appliances should be available for viewing if gas operated equipment is used.
14. A periodic inspection report (PIR) for an electrical installation should be available and portable electrical testing (PAT) of equipment should have been carried out.
15. "No Smoking" signage must be displayed.
16. It is strongly recommended that all food brought onto the site is pre-prepared to reduce the food handling which takes place on the site.
17. It is expected that all food handlers will have been formally trained in Food Hygiene to REHIS Elementary level or equivalent. If food handlers have not received formal training they must be supervised at all times by someone who has.

HoneyComb Leith reserves the right to amend these Terms and Conditions at any time.

HoneyComb Leith (Leith Community Crops in Pots)

46A Constitution Street,

Edinburgh

EH6 6RS

Email: LLCIP.honeycomb@gmail.com